



471666

DUPLICATE ORIGINAL

WORK ASSIGNMENT FORM

USEPA

1. WORK ASSIGNMENT INFORMATION

Project Name: Albion-Sheridan LF, MI Contractor: WW Engineering & Science Work Assignment No.: 12 -SLANActivity: CR EPA Contract No.: 68-W8-0079 Revision No.: InitialDate: March 3, 1992 Contractor Control No.: _____ Modification No. 58
(Contracting Officer Use Only)

2. DESCRIPTION OF ACTION

☒ New Work Assignment

Interim SOW, schedule, and LOE
Complete SOW, estimated budget and schedule

☐ Interim Amendment

Change in LOE, Scope by task
Add additional tasks of funds
☐ Incremental Funding

☐ Partial Work Plan Approval☐ Final Work Plan Approval

Approval of work plan
Add funds

☐ Amendment to Final Work Plan Approval

Change in LOE, scope of budget by task
Add additional tasks or funds

☐ Technical Direction Memorandum

Detailed scope, budget and schedule
Revise expenditure level
Minor shift within SOW

(All changes must be with overall scope, budget and LOE approved by EPA CO)

☐ Work Assignment Completion Notification (No Attachment)

Contractor originates
Regional determination
When signed by CO, this constitutes a stop work order

3. BUDGET INFORMATION

	Total Funding received (\$)*	Interim Budget (IB)		Approved Work Plan Budget		Expenditure Limit (EL)*	
		Technical LOE	(\$)*	Technical LOE	(\$)*	Technical LOE	(\$)*
Current	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
This Action	<u>10,000</u>	<u>40</u>	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>40</u>	<u>2,800</u>
Total	<u>10,000</u>	<u>40</u>	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>40</u>	<u>2,800</u>
* Includes fees		* Includes fees		* Includes fees		* Established by WAM/PO	

4. WA COMPLETION DATE

Current: 1/97

Revised: _____

5. EPA COMMENTS:

The contractor shall prepare a workplan in accordance with the Statement of Work.

6. APPROVALS

Contractor Signatures:

James D. Roberts
Site Manager/Firm

4/14/92
Date

Carl C. Makson
Regional Manager/Firm

4/13/92
Date

EPA Signatures:

Philip Schutte
Work Assignment Manager

3/10/92
Date

Phone (312) 353-8685

Pat Vogtman
Project Officer

3/19/92
Date

☒ Approved As Submitted ☐ Approved With Changes ☐ Not Approved

[Signature]
Signature of Contracting Officer

4/7/92
Date Approved

Scope of Work
Community Relations Activities
Albion-Sheridan Township Landfill
Albion, Michigan

This scope of work outlines the community relations activities in support of the remedial investigation/feasibility study for the Albion-Sheridan Township Landfill Superfund site in Albion, Michigan. These activities will be implemented according to U.S. EPA guidance and the 1986 Superfund Amendments and Reauthorization Act (SARA).

Background

The Albion-Sheridan Township Landfill site is a 30-acre landfill located approximately 1 mile east of Albion, Michigan. From 1966 to 1981, the landfill, which was privately owned and operated, accepted municipal refuse and industrial waste from Albion and nearby Sheridan Township. In the early 1970s, the owners were given approval by the Michigan Department of Natural Resources to accept sludges described as insoluble hydroxides and carbonates. Although the volume of metallic sludges accepted by the landfill is not known, some sources estimate as many as 6,000 cubic yards were buried at the site. Other materials, such as paint wastes and thinners; oil and grease; and dust, sand, and dirt containing fly ash and casting sand also are believed to have been disposed at the site. The Albion-Sheridan Township Landfill was placed on the National Priorities List on October 4, 1989.

Community Relations Activities

Community relations activities, which will be performed by a contractor under the direction of the EPA, will extend from the start of the RI/FS through the signing of the record of decision. The tasks to be carried out by the contractor include the following:

- 1) Within 10 working days of the receipt of the scope of work, the contractor shall attend a kick-off meeting with the EPA to discuss the work assignment.
- 2) Based on the scope of work and the discussions at the meeting, the contractor shall submit the community relations workplan to the EPA. The workplan shall include an estimate of the LOE hours and costs necessary to carry out each of the tasks. The EPA will review the workplan and make comments, if required. Comments revising the workplan shall be made by the contractor. Once the revisions have been made, the contractor shall submit a final community relations workplan to the EPA for approval. The contractor is not authorized to initiate any other tasks without the written authority of the contracting officer.
- 3) The contractor shall develop a community relations plan. The purpose of the plan is to design a set of community relations activities that encourage and enhance public participation in the cleanup process. To learn about the community's needs and interests regarding the site, the contractor shall assist

the community relations coordinator in conducting interviews with local officials, environmental groups, and citizens in Albion. Under the direction of the community relations coordinator, the contractor shall arrange the interviews and develop for the plan a list of the appropriate federal, state, county, city, and township officials, local broadcast and print media, environmental interest groups, and any other relevant individuals and groups.

4) While visiting Albion the community relations coordinator will select a site for the information repository. The contractor then shall stock the repository with relevant EPA documents regarding the Superfund site and the Superfund program. During the course of this work assignment it shall be the contractors responsibility, under the direction of the community relations coordinator, to maintain and update the repository. This includes forwarding to the repository EPA-approved documents such as remedial investigations, feasibility studies, records of decisions, fact sheets, and other relevant documents.

5) A fact sheet, describing the RI/FS and written by the EPA, shall be laid out and photocopied by the contractor. The fact sheet will contain 4 illustrations and will be 8 pages in length. The fact sheet shall be photocopied on recycled paper. If the contractor is not located in the Chicago area, then the contractor shall mail the fact sheet.

6) A second fact sheet, reporting the results of the RI, shall be written by the EPA and laid out by the contractor. This fact sheet will contain 4 illustrations and will be 6 pages in length and shall be photocopied on recycled paper. If the contractor is not located in the Chicago area, then the contractor shall mail the fact sheet.

7) A third fact sheet, serving as the EPA's proposed remedial plan, shall be laid out by the contractor. The proposed plan will be written by the EPA. The fact sheet will be 12 pages in length, will contain 6 illustrations, and shall be photocopied on recycled paper. If the contractor is not located in the Chicago area, then the contractor shall mail the fact sheet.

8) The contractor shall lay out and place newspaper advertisements, which will be written by the EPA. A total of five advertisements will be prepared: an advertisement announcing the public meeting initiating the RI/FS, an advertisement announcing the RI public meeting, an advertisement announcing the FS/proposed plan comment period and public meeting, an advertisement announcing an extension of the comment period, and an advertisement announcing the signing of the record of decision.

9) The contractor shall prepare visual aids and provide logistical support in support of the public meetings. The contractor shall not be required to attend any public meetings.

10) The contractor shall update and maintain the mailing list for this site. Mailing label sets shall be provided to the EPA upon request.

11) In preparation for the feasibility study/proposed plan public meetings, the contractor shall make arrangements for a court reporter to record the public meeting. The contractor shall forward three copies of the public meeting transcript to the community relations coordinator assigned to the site. Also,

the contractor shall place one copy of the transcript in the information repository.

Schedule of Community Relations Activities

<u>Activity</u>	<u>Due Date</u>
Develop community relations plan	March/April 1992
Public meeting initiating RI/FS	May 1992
RI public meeting	May 1993
FS/proposed plan public meeting	March 1994
Maintain and update mailing list	As necessary
Update and maintain information repository	As necessary
Mailing label sets	Upon request

Period of Performance

The period of performance for this scope of work extends to the end of the 1994 fiscal year, by which time the record of decision will have been signed.

Contractor Travel

The only travel required of the contractor is the trip, two days and one night, to Albion to conduct community interviews for the community relations plan.

U.S. EPA Contacts

Primary contact: Philip Schutte, Community Relations Coordinator, 353-8685.
Secondary contact: Mary Beth Novy, Remedial Project Manager, 353-7556.